



City of Surprise
Special Disability Advisory Commission (DAC)
Monday, August 6, 2012 – 6:00 P.M.
Surprise City Hall – Council Overflow Room
16000 N. Civic Center Plaza
Surprise, Arizona 85374

MINUTES OF THE MEETING

Members Present:

Michelle Hernandez, Chair
John Yaeger, Vice Chair
Michelle Lewis
Roland Winters
Alyson Cline
Dr. Deborah Jones

Staff Present:

April Reynolds, HR Director
Michael Mason, Risk Manager
Ricka Gallagher, Risk Analyst

Absent:

Shelia Kaiser

Commissioner Lewis arrived at 6:10pm

Commissioner Winters left at 8:14pm

1. **CALL TO ORDER**

Chair Hernandez called the meeting to order at the Surprise City Hall, Council Overflow Room, 16000 N. Civic Center Plaza, Surprise, Arizona 85374, on Monday, August 6, 2012 at 6:06 pm.

2. **CURRENT EVENTS AND REPORTS**

Chair Hernandez, Commissioners Winters and Lewis had nothing to report.

Commissioner Cline attended the baseball tournament last week at Surprise baseball facilities. The facilities were commended for being accessible.

Vice Chair Yaeger met again with a supervisor at Ultrastar Theater. She said she forwarded the information he provided her from the city's contractor about automatic door openers, but he has not heard from anyone. He will contact Ultrastar corporate to persuade them to add this feature to their exterior doors at their facility.

Commissioner Jones followed up on two things from the DAC meeting last week. One relates to televising of Planning & Zoning Commission meetings. The meetings are not close captioned but there are archived records of the meetings going back to 2008.

3. **STAFF REPORTS**

None

4. **PUBLIC COMMENTS**

Mr. Andy Cepon, citizen, spoke after the group discussion. He applauded this group and staff for taking the time and making the effort to work on updating their strategic plan for presentation to City Council. The community this group serves will be grateful for everyone's efforts.

5. **AGENDA**

A. Discussion regarding possible grant opportunities

Mrs. Janeen Gaskins, the City's Grant Coordinator, commended this commission for being the first board or commission to explore alternative funding options to address ADA/disability issues. Specifically the commission is interested in pursuing a grant to fund the installation of automatic restroom doors at the public library.

Mrs. Gaskins stated that the City's desire at this time is to partner with entities requesting grant funding. The City will not do pass-through grants (whereby the city obtains the funding and passes on to the identified recipient). All grant funding should be in cooperation with the City's Strategic Plan.

Mrs. Gaskins explained, since the library is a city facility, the City will need to be the entity to apply for this particular grant. Mrs. Gaskins requested a member of this commission complete the draft grant request form she provided with the specific information so she can complete the grant request. Once drafted, the grant must follow an internal approval process involving upper management. She will be in contact with the grant contact while the grant goes through the approval process to ensure everything is identified and correct before submitting. Once approved, Mrs. Gaskins will follow up with the grant lead to ensure that any information required by the grantor is timely obtained and submitted. Commissioner Cline volunteered to be the grant lead provided no other commissioners were interested in doing it (the other commissioners did not want to be the lead on this).

The grant request can only be used for the amounts submitted. If the grant money request results in savings over what was requested, additional requests can be made to the grantor to fund other items with the leftover money with an explanation as to the benefit. It is ultimately up to the grantor to approve the use of the leftover money or not.

B. General discussion with city management about policies and practices

Mrs. Reynolds met with Mr. Lynch of the City's Marketing Department and the Assistant City Manager, Jeff Mihelich, about funding for the DAC website. She provided the commission a handout of the City of Scottsdale's Disabilities website link as a best practice example for the commission's consideration. It

lists a myriad of services and regulations that are available to individuals with disabilities. This is something Mr. Lynch said his department could divert his part-time resources towards to create and update, and also allows the City to come in compliance with audit findings. Mrs. Reynolds requested, if the commission wants Mr. Lynch's staff to assist in updating their website with more information than the information the city is required to post, that the group come up with a list of the additional content so Mr. Lynch and staff can determine the costs associated with including that content.

Commissioner Cline stated there may be things the commission can do to assist in the process. The commissioners could volunteer to build a mock page and provide ad copy to the City for review/approval. The Marketing Department would then only have to upload the content onto the City's system thereby reducing its cost. Mrs. Reynolds mentioned the City uses Civic + for its web content. Mrs. Reynolds suggested, to help Mr. Lynch better conceptualize what the commission hopes to see on its webpage, the commission provide a scope of the content so Mr. Lynch can better determine funding, assistance, etc. Mrs. Reynolds suggested the commission can send her the ad copy and she will arrange a meeting with Mr. Lynch and Mr. Mihelich. Commissioner Yaeger requested to attend that meeting as did Chair Hernandez. Mrs. Reynolds will ask. Commissioner Cline stated the group needs an example of its web content prepared before meeting with management.

Mrs. Reynolds then stated, another topic of discussion with the Assistant City Manager, was televising the meetings. Mr. Mihelich requested that staff be very careful not to interfere with a discussion that's already occurring with Council. Council has already discussed televising this commission's meetings. She doesn't want to presume to usurp authority and suggests this group list these things in its Annual Report to present to Council who will, in turn, direct the City Manager on what to do.

Commissioner Jones is concerned that the information, while it may be available to the public, it is not easy to find on the City's website. She thinks more succinct labeling and less clicks to the information would be beneficial to citizens looking for information. Mrs. Reynolds thinks that centralizing the information may be beneficial as opposed to the current webpage configuration.

Mrs. Reynolds stated Tuesday, August 7, 2012 will be the Council work session. Boards & Commissions is one of the items on that agenda.

Commissioner Lewis asked if the Dial-a-Ride/RPTA issue will be discussed by Council tomorrow night. Mr. Mason confirmed it is. Commissioner Winters will be in attendance to speak on this issue. One of his concerns is that the contract being discussed does not include preferences for individuals with disabilities.

Commissioner Yaeger inquired about the cost of televising their meetings. Mrs. Reynolds stated she was told the Planning & Zoning Commission meetings are televised because they have legal decision making authority. This commission is advisory only. Members of the commission will attend to let the Council know who they are and that they want to help the Council improve outreach to the community with disabilities.

Chair Hernandez called a recess at 7:20pm and reconvened the meeting at 7:28pm.

C. Continuation of previous work session discussions to update the Disability Advisory Commission Strategic Plan

After discussing the revisions to the Strategic Plan that were developed at the last DAC workgroup meeting, the highlighted verbiage below are additions to the goals and accomplishments discussed by the commission Monday, August 6, 2012:

Business
Transportation
Connectivity, Communication & Outreach
Disaster, Security & Emergency Preparedness
Advocacy, Housing & Visitability
Financial Solutions

Commissioner Yaeger believes it's crucial that this group have its Strategic Plan complete by its next regular meeting (August 15, 2012) so it can be added to the Council's September 2012 agendas.

BUSINESS

- Goals:
 - ✓ To have community businesses voluntarily participate in the removal of barriers and to improve accessibility
- Objectives:
 - ✓ Facilitate business owners in specific aspects of accessibility
 - ✓ Equate economic benefits to create barrier-free environments
 - ✓ **Recognize and reward a business in the community annually that exceeds ADA requirements**

TRANSPORTATION

- Goals:
 - ✓ Evaluate the effectiveness of the new Regional Public Transit Authority (RPTA) program for individuals with disabilities in the community

- Objectives:
 - ✓ Ascertain results quarterly from www.valleymetro.org

CONNECTIVITY, COMMUNICATION & OUTREACH

- Goals:
 - ✓ Increase community awareness of the Disability Advisory Commission's commitment to serve individuals with disabilities and their families
- Objectives:
 - ✓ DAC city webpage
 - ✓ Monthly meetings televised, by delayed camera or via Skype
 - ✓ Meetings have close captioning
 - ✓ Dedicated call-in phone line for "calls to the public" portion of meetings
 - ✓ Quarterly newsletter
 - ✓ **Powerpoint about the DAC added to Cable 11's public TV loop**
 - ✓ **Televis "Conversation with Council" between various DAC members and Council members on Cable 11**

DISASTER, SECURITY & EMERGENCY PREPAREDNESS

- Goals:
 - ✓ **Ensure that individuals take personal responsibility for emergency preparedness**
 - ✓ **Ensure people with disabilities are included in emergency preparedness plans**
 - ✓ **Identify the special needs of people with disabilities and recommend action**
 - ✓ **Review the City's emergency preparedness plan and provide input**
- Objectives:
 - ✓ **Local/state registry**
 - ✓ **Identify types of disabilities and particular needs**
 - ✓ **Training for first responders and alternative response volunteers (face-to-face and online)**
 - ✓ **Customize awareness and preparedness material in alternative accessible formats and place in accessible locations**
 - ✓ **Invite speakers from local first responder organizations**

- ✓ Coordinate informational resources
- ✓ HOA Academy awareness of disability issues

ADVOCACY, HOUSING & VISITABILITY

- Goals:
 - ✓ Identify areas of opportunity & inclusion for housing and visitability
 - ✓ Encourage multi-family housing complexes to participate in housing opportunities
- Objectives:
 - ✓ Research and explore opportunities to reduce barriers and improve
 - ✓ Equate economic benefits of barrier-free housing

FINANCIAL SOLUTIONS

- Goals:
 - ✓ To research potential grants with staff that are available to fund projects that promote and support issues that impact individuals with disabilities
 - ✓ To be aware of alternate funding sources that may be presented to Council for their consideration and approval
- Objectives:
 - ✓ Research grants
 - ✓ CBC funding opportunities for businesses within the Original Townsite

6. OTHER BUSINESS

None

7. ADJOURNMENT

Commissioner Cline motioned to adjourn the meeting. Vice Chair Yaeger seconded the motion. Motion passed 5-0. The meeting adjourned at 8:35pm.

Michael E. Mason

Michael E. Mason, Risk Manager